

## Operation Contribute Webservices Design Conversion Agreement

In order to make an easier transition from the old design of the VSU website to our new template, the Webservices unit of Information Technology is offering the following service:

1. Conversion of your existing departmental content from the previous design(s) to the new template.
2. Creation of any forms needed for use with end-user submission of requests for information.

This service is being offered with the following understanding:

1. This service is only for the conversion of existing content; IT Webservices will not edit or update any content.
2. After the initial conversion, regular maintenance of the website will be turned over to the designated Publisher(s) and Writer(s) for the department.

Definitions:

- **Writers** use Contribute & Contribute user account and profile, author content, and submit content for review/approval/publishing
- **Publishers** use Contribute & Contribute user account and profile, author content, and approve/publish submitted content

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*Please complete information below*

Department/Program/Organization Name: \_\_\_\_\_

Name of Website Owner: \_\_\_\_\_

URL for Website: \_\_\_\_\_

Publisher(s) (include VSU username): \_\_\_\_\_

(This person can be the same as the website owner)

Writer(s) (include VSU username): \_\_\_\_\_

(This person can be the same as the website owner)

Is there any content on your current website that is outdated and should not be migrated to the new design template?       Yes     No

If yes, please specify: \_\_\_\_\_

Deadline for conversion to be complete:     May 31     June 15     June 29

I \_\_\_\_\_ agree to the terms stated above and wish to have Webservices convert my Website to the new design template.

Your Signature: \_\_\_\_\_

Send completed agreement through campus mail or fax 245-6491 to Rebecca Murphy, Interim Operation Contribute Project Manager, Employee and Organizational Development.